

EXCESS LEAVE WITHOUT PAY (LWOP) CHART

BENEFIT OR PERIOD	MAXIMUM LWOP ALLOWED
<u>Length of Service</u> <u>Computation Date</u>	6 Months in a calendar year (Creditable time for Retirement, Reduction in Force, Leave)
<u>Health Insurance</u>	12 Months* (Employee pays employee premium while on LWOP)
<u>Life Insurance</u>	12 Months*
<u>Leave</u>	80 Hours for full-time employee; each time the hours of LWOP equals the number of regular hours in a pay period, leave is not accrued for that pay period.
Creditable service towards <u>Career Tenure</u>	30 calendar days
Completion of <u>Probationary Period</u>	22 workdays
<u>GS Within Grade</u> <u>Increase</u> (waiting periods)	10 workdays between steps 1-2-3-4 (80 hours) 20 workdays between steps 4-5-6-7 (160 hours) 30 workdays between steps 7-8-9-10 (240 hours)
<u>WG Within Grade</u> <u>Increase</u> (waiting periods)	5 workdays between 2-3 (40 hours) 15 workdays between 3-4 (120 hours) 20 workdays between 4-5 (160 hours)

* After 12 months of LWOP the insurance is canceled and the employee is given the opportunity to convert to a private policy.